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Minutes of the Meeting of IQAC

The meeting of Internal Quality Assurance Cell of Tirpude Institute of Management Education, Nagpur, was held on Saturday, 25th April, 2020, at 2.00 p.m. in the Conference Hall of Tirpude Institute of Management Education, Nagpur.

The following members were present for the meeting –

1. Dr. Lalit Khullar, Chairperson
2. Shri. Ganesh Gaurkhede, Management Representative
3. Dr. Praveen Mustoor, Senior Teacher
4. Dr. Yogesh Gharpure, Senior Teacher
5. Prof. Carol Rao, Senior Teacher
6. Dr. Vilas Hajare, Senior Teacher
7. Prof. Prasanna Shembekar, Senior Teacher
8. Ms. Sneha Tambe, Librarian
9. Mr. Milind Khasale, Administrative Officer
10. Mr. Kapil Chandrayan, Local Society Member
11. Mr. Yusuf Patanwala, Student
12. Ms. Himani Kohapare, Student
13. Mr. Nandan Gajendragadkar, Alumni

Lalit Khullar

Praveen Mustoor

Yogesh Gharpure

Carol Rao

Vilas Hajare

Prasanna Shembekar

Sneha Tambe

Milind Khasale

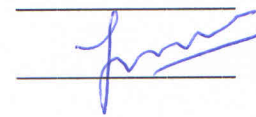
Kapil Chandrayan

Yusuf Patanwala

Himani Kohapare

Nandan Gajendragadkar

14. Mr. Karan Grover, Alumni
15. Mr. Sunny Chachondiya, Employer
16. Mr. Hemant Hirani, Employer
17. Mr. Ranjit Dani, Industrialist
18. Dr. Sanjay Kavishwar, Coordinator, IQAC



The following business was transacted at the meeting –

1. The Minutes of the previous meeting held on 11th January 2020, were read and confirmed by all the members present.
2. **Discussion on Academic Calendar** – In view of the ongoing lockdown due to the unprecedented COVID-19 situation, proper discussion could not take place on academic calendar. However, it was expressed that we need to be prepared from our side and that as soon as the lockdown is lifted, it should be modified and implemented.
The Director and Dean suggested that a greater focus is needed on Industry visit by 2nd year students of BBA & BCCA and all semester of MBA course.
Resolved that this suggestion be forwarded to the 'Academic Calendar Committee' for consideration and necessary action, once the lockdown is lifted.
3. **Information on Online FDP** – Dr. Praveen Mustoor, Chairman-Placements, informed that an online Faculty Development Programme is currently underway. In this, every faculty member is required to select a topic on which he/she has to make a proper presentation. He further stated that this exercise is being done on Zoom Meetings platform.
Resolved that all course coordinators to ensure that faculty members bring about improvements in their presentation skills, since this is going to be the mode and platform for online teaching for some time to come.
4. **Online Orientation workshop** – Dr. Sanjay Kavishwar, Coordinator-IQAC, informed that a workshop (online) was held on 15th April, 2020, on 'Orientation for using online platforms for teaching'. This workshop was undertaken for faculty members of our institute, in which they were trained on tools and techniques used for online teaching on available softwares like Moodle, Google Clasroom and Google Meet. The workshop was conducted by Dr. Vilas

Hajare and Dr. Prerna Thakwani. A similar workshop was also conducted for students of our institute on 16th April, 2020, and it was conducted by Prof. Pramod Karambhe and Prof. Saranbir Uppal.

“It is resolved that more such workshops are required to be conducted, since online teaching will be the new mode of teaching for some time to come”.

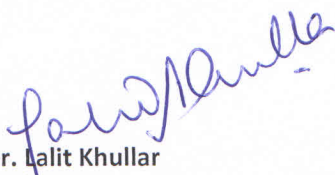
5. **E-content development for online teaching** - Dr. Praveen Mustoor, Chairman-Placements, informed the members that all the faculty members have been asked to develop e-content for their respective subjects, for online teaching. This is being done for the new semesters of all courses (MBA, BBA and BCCA), which are likely to start during July/August, 2020.


Resolved that the e-content has to be comprehensive and must include as many tools and media as required for maximum teaching effectiveness.

6. **Online evaluation system** – Dr. Sanjay Kavishwar, Coordinator-IQAC, informed that an online evaluation system is being developed for evaluation of students. This is in line with the guidelines provided by RTM Nagpur University.

7. **Quality Assurance** – Dr. Yogesh Gharpure, Senior Teacher, informed the members that, under MOOC, new courses have been announced on SWAYAM and NPTEL platforms. The same have, in turn, been announced to students of MBA, BBA Final year and BCCA final year. Students have started registering for selected courses, among those suggested to them.

Since there were no further agenda for discussion, the meeting ended with vote of thanks to the chairperson.


Dr. Lalit Khullar
Chairman


Dr. Sanjay Kavishwar
Coordinator-IQAC